

ITD

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Chief, Intelligence Training Division

SUBJECT: Intermediate Training Courses

DATE: 3 April 1953

1. Although the development and improvement of the Basic Intelligence Course must remain the main objective of the School staff for some time, I believe we should be laying some plans for the introduction of intermediate level courses.
2. According to my conception, the intermediate level of internal training for the intelligence producing offices of the Agency should be designed to enhance the skills of experienced intelligence officers. It should be conducted to increase the proficiency of persons performing a type of work and to equip others for advancement into more responsible positions.
3. I visualize this training as focusing on the principal kinds of work performed in producing units, such as analysis, research, report writing, and oral and written presentation. Besides general courses dealing with these subjects, we could devise subcourses to meet special office requirements. For example, a course in the problems and methods of intelligence research could be pointed toward economic research or scientific research.
4. Intermediate level courses should be conducted, I believe, in small classes. There should be ample time for discussion under the leadership of an instructor, and trainee problems and exercises should form a large part of the course. These problems and exercises should be developed in cooperation with the offices where the trainees work. The courses could be of varying lengths, but they should all be full-time and long enough to do a thorough job of training.
5. I suggest that we have a meeting at your convenience to consider an intermediate level program with the view of preparing some proposals for discussion with the DD/I offices.

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